

The Card Catalogue

SCOPE OF THE CARD CATALOGUE

- The card catalogue includes entries for items in the Map Department collections, i.e. **maps, atlases, views, charts, gazetteers**, general **books on cartography** and on the **cartographic history** of specific areas.
- The card catalogue also includes reference to some maps, atlases and books held elsewhere in the Library.

Map Department items all have classmarks beginning with one of the following:
Maps ; Atlas ; S696 ; Views ; MS.Plans ; Maps.Ms.Plans

The classmark is to be found in the top right of the catalogue card

NOTE THAT:

- **Series maps** are catalogued at series level (e.g. the 1:50,000 series published by Ordnance Survey which covers Great Britain in 204 sheets has one catalogue entry NOT 204). Individual sheets must be identified by using **graphic indexes**. Ask a member of staff for assistance.
- **Maps and views in atlases and books** may not have been catalogued separately.
- Apart from the individual sheets in map series and most maps in atlases and books, other Map Department items that are **not catalogued individually** include: some town plans, Admiralty charts, particulars of sale ... For more details see [Information Sheet 5B – Uncatalogued Collections](#).

IMPORTANT! Please note that:

- Catalogue records for items added to the Map Department collections since August 2000 will *only* be found in *iDiscover*, the Library's online catalogue (See [Information Sheet 5C](#) for tips on searching *iDiscover* for maps and atlases).
- Catalogue entries for *books* and most *atlases* added to the collection before August 2000 will be found in both the card and online catalogues; however, catalogue entries for *maps* added to the collection before this date will only be found in the card catalogue (though this situation is gradually changing as more cards are converted to machine-readable form and added to the online catalogue).
- *Author* entries for some books and atlases will also be found in the Guardbook catalogue (the Library's old printed catalogue which can be consulted in the Library's Catalogue Room at the top of the stairs leading from the Entrance Hall). *Note:* Since 1 October 2005 the catalogue records in these volumes have also been, mostly, available online via *iDiscover*.
- Some Map Department items are only catalogued in *ArchiveSearch*, the University's archive catalogue.

So, to make a comprehensive search of our holdings you will need to search both the card and online catalogues as well as ArchiveSearch

- See www.lib.cam.ac.uk/collections/departments/maps/finding-maps for more information on the various catalogues.

ARRANGEMENT OF THE CARD CATALOGUE

Main Headings

Catalogue entries are arranged in **two separate sequences**:

<p>Geographic Headings (drawers with <i>white labels</i>)</p>	<ul style="list-style-type: none"> The geographic headings represent, as specifically as possible, the area covered by the map or atlas. It is the principal type of heading and is usually the first geographic place-name mentioned in the title, though additional entries may be made. The cards are filed in one alphabetical sequence so, for example: Paris will be found under 'P' France will be found under 'F' Europe will be found under 'E' i.e. maps of parts of a given country are scattered throughout the catalogue.
<p>Author Headings (drawers with <i>yellow labels</i>)</p>	<ul style="list-style-type: none"> The name of the author or mapmaker. These may be personal names or those of corporate bodies. The cards are filed in one alphabetical sequence.

Sub Headings

Geographic and Author Headings may be further subdivided. (Note that some, but by no means all, of these subdivisions are marked by green index cards).

Subdivisions within Geographic Headings

Within each subdivision the cards are arranged in date order, earliest first.

<p>Atlas (general)</p>	<ul style="list-style-type: none"> Atlases that include predominantly topographic maps
<p>Maps (general)</p>	<ul style="list-style-type: none"> <u>Further subdivided into</u>: facsimile collections – individual maps – series maps (arranged by scale, largest – i.e. most detailed – scale first)
<p>Maps (parts)</p>	<ul style="list-style-type: none"> Maps of parts of the larger area. (Primarily used with town names)
<p>Special</p>	<ul style="list-style-type: none"> Thematic maps and atlases, including, e.g., national atlases
<p>Charts</p>	<ul style="list-style-type: none"> Including maritime atlases
<p>Views (collections)</p>	
<p>Views (particular)</p>	<ul style="list-style-type: none"> Views of particular buildings etc (Primarily used with town names)
<p>Environs (general)</p>	<ul style="list-style-type: none"> Maps of the area around the place in the heading. (Primarily used with town names)
<p>Environs (special)</p>	<ul style="list-style-type: none"> Thematic maps and atlases of the surrounding area. (Primarily used with town names)
<p>Miscellaneous</p>	<p>Used mostly for books. <u>Further sub-headings are</u>: cartography (books about the cartography of the place) – distance tables – gazetteers – glossaries – guide-books – pilots' guides – road books</p>

general = topographic maps and atlases

special = thematic maps (including series maps) and atlases. This broad heading is further subdivided as appropriate, e.g. administrative, geology, roads etc.

Books on map-related subjects not directly related to a place will be found under the heading **World – cartography** which is further divided by subject – **map reading, librarianship, techniques, etc., etc.**

Subdivisions within Author Headings

Headings under the name of the author or map-maker are arranged **by geographical area**, i.e. by the geographic heading assigned to the item, e.g. [America (North) – general]. Please note that prior to the 1950's these geographic headings were not typed onto the catalogue cards so the geographic area must be deduced from the title information on the cards.

This Information Sheet is available online as a MS Word document at
www.lib.cam.ac.uk/collections/departments/maps/information-sheets
and in html at
www.lib.cam.ac.uk/collections/departments/maps/map-department-catalogues/card

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